



## **CJIS Board Meeting**

Thursday, September 9, 2010 1:30 PM – 3:30 PM

Fraine Barracks – Department of Emergency Services, Bismarck, ND

**Attendees:** Russ Buchholz, Glenn Ellingsberg, Rob Gall, Sally Holewa, Kelly Janke, Jerry Kemmet, Dave Kleppe, Mike Lynk, Kara Schmitz Olson, Chuck Placek, Lyle Ripplinger, Pam Schafer, Warden Bob Timian, Cher Thomas, Thomas L. Trenbeath, Sheriff Clarence Tuhy, Keith Witt

### **1. Approve Meeting Minutes**

Chuck Placek asks for a motion to approve the minutes. Kelly Janke makes a motion to approve the minutes, Tom Trenbeath seconds the motion. No one opposes.

### **2. Law Enforcement Interface with CJIS Portal**

Sheriff Clarence Tuhy spoke on the costs that are associated with vendors interfacing with the CJIS Portal. He asked if the CJIS Board would provide funds for these efforts. Pam stated that for the smaller agencies it is difficult for them to obtain funding for this effort.

Glenn Ellingsberg made a motion for \$50,000 to be added to the Optional Packages that would be dedicated to pay the locals ongoing interface costs. Sally Holewa seconds the motion. No one opposes.

**Action Item:** Place \$50,000 in the CJIS Budget according to priority placed by CJIS Board.

### **3. Game and Fish Interfaces with CJIS**

Bob Timian spoke on sharing records with the CJIS Portal and they are open to sharing records. He asked who would be responsible for the costs, as they would not have the designated funds. Game and Fish will not share background information that is involved with open cases. As of 2007, they have a complete records management system. The Courts have asked Game and Fish to accept electronic dispositions from citation records. Game and Fish is working on a cost estimate with Cody. There are 100,000+ individuals that are licensed each year. This is something that could go through the CJIS Portal. Bob stated that we could either do a data dump or go directly into the database. His preference is a timed data dump. Currently, the CJIS Board is only requesting access to hunting and fishing licenses. Bob stated Game and Fish would like a written request and then they would review it internally. Glenn Ellingsberg will request the information from Game and Fish for hunting licenses. Jerry Kemmet stated that we need to maintain a log of who accesses these records. Pam stated logging is used as the current process with the CJIS Portal.

**Action Item:** Glenn will request information that would be essential from hunting and fishing license that could be placed on the CJIS Portal.

#### 4. RMS

The RMS sub-committee determined a LERMS replacement should proceed. The next step will be for the sub-committee to write a MOU for review. Sally Holewa will create a draft of the items that should be included in the MOU. Mike Lynk reported a survey of potential customers (law enforcement agencies) will be conducted. Mike is searching for a temporary employee that will be paid hourly, vehicle provided, knows RMS and law enforcement to perform the interviews of agencies for needs assessment. If you know of anyone, please contact Mike Lynk. The original LERMS project used surveys in its project implementation and could be used as a guideline.

**Action Item:** Pam will send survey to Mike.

#### 5. eCitation Sub-Committee

The sub-committee reviewed TRACS and the system used by Highway Patrol. The Courts do not have an issue with which system is used as long as they receive the information. The sub-committee recommends pursuing budget funding to provide for a new system. There may be agencies using TRACS and possibly not the new system. Some will not want to start the eCitation with current issues. Sally Holewa stated they prefer the State Highway Patrol system. DOT has been informed of this prospect of a new statewide eCitation system. There is an issue with the citation portion but not the crash portion. The purpose of this meeting is to recognize the recommendations of the committee to proceed with budgeting for a new system of \$140,000. The CJIS Board took the recommendation under consideration and approved it to be placed in the budget.

**Action Item:** Place \$140,000 in the CJIS Budget according to priority placed by CJIS Board.

#### 6. DOT Contract with CJIS

DOT determined that they will not allow CJIS to provide access to out of state entities. The question was asked if DOT was relaying licenses state-to-state. Currently they are not but will in time.

#### 7. CJIS Program Status

a. Pam Schafer discussed the SAVIN Program Status:

- **VINE Courts Module:** Weekly integration meetings continue; the project is currently on schedule.
- **VINE Custody Module:** The facility on-line total remains at 20; this includes 19 county jails and the DOCR. The following provides status for the remaining 6 jails:
  - **Ward:** An issue was raised 08-11-10 regarding integration efforts being at a stand-still. Since that date communication is occurring and work efforts appear to be positive.
  - **Williams:** There have been connection and POP file issues that Appriss is working with the agency to resolve.
  - **Stutsman/Logan:** On 08-27-10 Appriss reported that the agency is showing clean resyncs. As a result the agency may be able to go live within the next 2-3 weeks.

- **McKenzie:** Interface work continues but has been cumbersome as the agency uses an excel spreadsheet for their record keeping.
  - **Cass:** On 08-26-10 the agency reported that they will not be going live with their new JMS as planned on 08-30-10. At this time the agency has anticipated that they will possibly go live February or March of 2011.
  - **Morton:** Integration efforts are on hold until the agency makes a determination on their JMS.
  - The VINE Custody & Courts Module will be presented at the steering committee next week.
- b. Pam reported on the CJIS Program Status:  
<http://www.nd.gov/cjis/status/docs/2010/2010-08.pdf>

The Bismarck PD/Burleigh County Integration Project should be up and running next week. The project broke loose with the help of Keith Witt; he is withholding funds from vendor.

The DOCR staff is able to review the DHS Child Support records through the CJIS portal. Chuck Placek shared this is a great example of information sharing as DHS came forwards to request sharing.

Pam is requesting a recommendation if CJIS should go forward with the Dickinson PD/Stark County SO Integration with the CJIS Portal as they may potentially switch to LERMS or the new RMS product. The CJIS cost for interfacing is \$12,000. Pam stated Dickinson PD appears that they will stay with Archonix and not transfer to LERMS due to the commitment of their existing product. Jerry said the first question should be if they would convert over to LERMS and hold off interfacing until that information can be brought to the CJIS Board.

Glen Ellingsberg makes a motion to approve Jerry's recommendation. Keith Witt seconds the motion. No one opposed.

**Action Item:** Pam will contact Dickinson PD/Stark County SO and report back with further recommendation at next board meeting.

## 8. Business Plan

The CJIS Board reviewed the CJIS Business Plan. Pam highlighted the 2009-2010 year's accomplishments.

## 9. Final 2011-2013 budget approval

- CJIS-Savin Budget
  - Total Staffing and Operations General fund of \$710,446.
  - Was able to extend the SAVIN Federal Grant into the 2011-2013 budgets.
  - Project costs of \$21,000 for advertising so we could continue to market.
  - The Governor has asked for a 97% budget which will be taken out of advertising (621000).
  - BJA Grant 2010 – Texting - Amy applied for a texting grant, we do not know if it has been approved yet.
  - BJA SAVIN Grant - predicting that we will have \$25,000 left out of the grant.

- Question arose regarding the increase in budget in general funds. This was due to federal grant funds that we will not receive and this was addressed with the legislators.
- Local law enforcement should start getting a hold of the legislators for support.
- CJIS Budget
  - Total Staffing and Operations General funds of \$1,048,684
  - Review of Upcoming Project Costs
  - NCIC Search – awaiting cost estimate from ITD. This is not ready, therefore recommending \$45,000 for CJIS Portal changes.
  - Glenn asked for \$50,000 to be placed in for CJIS Interface Funding for Law Enforcement Agencies.
  - The Criminal History Linking Enhancements and Fingerprint Enhancement projects will be combined to \$156,020 and will be name JIFS Phase II.
  - Portal Enhancements - \$49, 724 of this project is considered base budget.
  - The Committee ranked the remaining Optional Package's project as follows:
    1. Portal Enhancement - \$90,816
    2. Federal (NCIC) Search Enhancements - \$45,000
    3. CJIS Interface Funding - \$50,000
    4. JIFS Phase II (previously called Criminal History Linking Enhancements) - \$156,020
    5. Electronic Citations - \$140,000

Jerry Kemmet makes a motion to approve the budget with the reflected changes. Keith Witt seconds the motion. No one opposed.

## 10. Current Projects

- a. Bismarck Police Department
  - AVL and field reports are up and running.
- b. Cass County Sheriff's
  - The CAD including JMS project pushed back a few months due to linking and data conversion issues.
- c. Attorney General
  - Case management system has been working well, it's a web based system.
  - Revamping the way they are sending information so that they don't have to send everything separately. The implementation date is May of 2011.
  - Eventually evidence will be bar-coded.
  - BCI's Case Management system is for investigative purposes only, they do not initiate cases.
- d. DOCR
  - The DOCR building project has started construction and should be finished by December 2012.
- e. ND Highway Patrol
  - There were minor enhancements to the receipt and truck permits.
  - They are looking into inventory control software.

- f. DOT
  - Working on Mainframe Rewrite.
  - Non-residence implementing 30 day registration card.
- g. State Radio
  - The web based message switch update for NCIC checks, Mike is hoping to be up by spring or next summer.

## **11. CJIS Director Evaluations**

- a. A subcommittee was formed to review the evaluation, this subcommittee met twice to review the document and the decision was unanimous to conduct a performance improvement plan that will devise of four areas.
- b. Chuck Placek stated he wanted to point out to the CJIS Board that the position as defined in century code serves at the pleasure of the board and she is a classified employee of ITD. He thought this should be addressed.
- c. Tom Trenbeath moves to adopt the performance improvement plan in hopes that this will improve the performance of CJIS and aide Pam with her job. The performance raise will not be approved at this time and the subcommittee can decide to come back, address and reconsider the pay raise at which time the raise can be retroactive. Sally Holewa seconds the motion.
  - Pam asked to share her perspective on the motion. It came as a shock to her and the first she heard of this was the day before the meeting from Tom. She doesn't feel that this is how an evaluation should be performed. You should be notified of any concerns so that there is time to work on issues. She has 20 years with the State and has always had top performance, great evaluations, and notes from Lisa and Nancy stating good work. She feels that she has managed according to the CJIS Business Plan. CJIS does not walk hand-in-hand with State Radio, they have conflicting missions and State Radio is also one of her bosses. The communication between CJIS and State Radio is not good. She thinks that these sub-committees should have been created two years ago. In response to no communication to Board with Motorola, a letter was written to Motorola by the CIO, with information provided by CJIS Staff. The CJIS office has done an RFI on a LERMS replacement and we have background information on other RMS vendors. She stated this was brought to the CJIS Board but the letter states information wasn't brought back. She and staff have been working with many agencies to get them on board with LERMS and Portal Interfaces. There has been turnover in her group but she feels that it was not due to her. She holds her staff accountable; she addressed her concerns with staff matters. She also stated some of the information in the letter is vague.
- d. Tom states that Pam works at the pleasure of the board and in fairness they would follow through with the performance plan and asks the board to approve this plan.
  - Keith asked if this is one motion or two. Tom said due to one letter addressing all, it is one unless someone would like to call out a portion of the letter.
  - The intention of the sub-committee is to meet with Pam monthly and have quarterly reports to the CJIS Board.

- Keith has concerns and feels that an employee should be notified ahead of time if there are any performance issues.
- 10 Approved. 1 Opposed. Motion Carried.

12. **Next Meeting** November 18, 2010 in the Fort Totten Room, ND State Capitol

13. **Adjourn** – Chuck Placek adjourned the meeting at 4:20pm.